

INFORMATION NOTICE

WORKFORCE SERVICES

Number: WSIN10-56

Date: April 21, 2011

Expiration Date: 5/21/13

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: MIS USER GROUP MEETING ON JUNE 22–23, 2011

The purpose of this Information Notice is to announce the Management Information System (MIS) User Group meeting to be held on Wednesday, June 22, and Thursday, June 23, at the following location:

Holiday Inn On the Bay
1355 North Harbor Drive
San Diego, CA 92101

It is important to note that this is not a training session on the new system, California Workforce Services Network (CWSN); however, Geographic Solutions will be presenting an overview of the functionality of the Virtual One Stop (VOS) including many optional modules. A draft agenda, breakout session overview, and registration form are attached.

Room reservations must be made directly with the Holiday Inn at 1-888-233-9527. The room rate is \$110 plus room tax. A block of rooms is being held under "EDD MIS User Group" with the group code of "MIS." Room Reservations must be made by Sunday, May 22, 2011, to guarantee the room rate. You must be prepared to give your credit card number to guarantee the special rate. The hotel will extend this special rate for the night of June 21, 2011, for those attendees that require traveling the previous day. An additional limited number of rooms are available at this special rate for pre and post meeting stays starting on June 18 through June 24. Check-in time is 3 p.m. and checkout time is 12 noon. On-site parking is \$11 for self-overnight parking and \$10 for day use with no in/out privileges. There is a complimentary hotel shuttle to and from the San Diego Airport; in addition, there is a complimentary hotel shuttle to and from local restaurants and shopping.

Due to space limitations, only two representatives from each direct subgrantee of the EDD Workforce Services Branch and five representatives from each of the WSB field divisions will be guaranteed a reservation for the meeting. Additional representatives will be placed on a waiting list and will be accommodated, as space is available.

EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Special requests for services, aids, and/or special formats need to be made by calling (916) 654-8055 (Voice). TTY users, please call the California Relay Service at 711.

If you plan to attend this meeting, please complete the attached registration form and e-mail it to the Job Training Automation (JTA) Help Desk at JTAHelp@edd.ca.gov or fax at (916) 654-9657, no later than Friday, June 10, 2011, before 3 p.m.

For directions and transportation options, please visit the hotel site at www.holidayinn.com/hotels/us/en/san-diego/sanem/hoteldetail.

We look forward to seeing you in San Diego. If you have any questions regarding this meeting, please contact Dale Kunesh at Dale.Kunesh@edd.ca.gov or at (916) 654-7787.

/S/ MICHAEL EVASHENK, Chief
Workforce Services Division

Attachments

MANAGEMENT INFORMATION SYSTEMS (MIS)

USER GROUP MEETING

Holiday Inn On the Bay
1355 North Harbor Drive
San Diego, CA 92101

Draft Agenda

Wednesday, June 22, 2011

8:30 a.m. – 9:00 a.m.	Registration	Information Technology and Program Accountability Section (ITPAS)
9:00 a.m. – 9:15 a.m.	Opening and Introductions	Annette Wolfgang, ITPAS
9:15 a.m. – 9:30 a.m.	JTA Update	Kristen Cooper, Information Technology Branch (ITB)
9:30 a.m. – 9:45 a.m.	Participant Closeouts	Data Analysis Unit (DAU)
9:45 a.m. – 10:30 a.m.	Document Imaging and VOScan	Geographic Solutions
10:30 a.m. – 10:45 a.m.	Morning Break	
10:45 a.m. – 11:00 a.m.	Expenditure Levels	Fiscal Management Unit (FMU)
11:00 a.m. – 11:30 a.m.	ARRA Fiscal Closeouts	FMU
11:30 a.m. – noon	2008 – 2009 Fiscal Closeouts	FMU
noon – 1:15 p.m.	Lunch on your own	
1:15 p.m. – 2:15 p.m.	New Self Service Application - JTA	DAU and IT Services Group
2:15 p.m. – 2:45 p.m.	My Life as an MIS Administrator after 7/1/2012	ITPAS
2:45 p.m. – 3:00 p.m.	Afternoon Break	
3:00 p.m. – 5:00 p.m.	Open forum – CWSN Question and Answer Period	Art O'Neal, ITPAS

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Draft Agenda

Thursday, June 23, 2011

8:30 a.m. – 8:45 a.m.	Registration (for those not attending prior day)	Information Technology and Program Accountability Section
8:45 a.m. – 10:15 a.m. Early Morning Breakout Sessions	<i>(choice of one):</i> <ul style="list-style-type: none">• CWSN Demo FOCUS:LWIA• Generic Application• WIA Common Performance	Art O'Neal, ITPAS Geographic Solutions Data Analysis Unit
10:15 a.m. – 10:30 a.m.	Morning Break	
10:30 a.m. – noon Late Morning Breakout Sessions	<i>(choice of one):</i> <ul style="list-style-type: none">• CWSN Demo FOCUS:LWIA• Generic Application• WIA Common Performance	Art O'Neal, ITPAS Geographic Solutions Data Analysis Unit

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Breakout Session Overview

Thursday, June 23, 2011

WIA Common Performance	This session will cover frequently asked questions related to performance. Time will be available for a question and answer period on WIA performance.
Generic Application	Demo of the generic application module which can be utilized for tracking clients enrolled in special grants for city and county projects.
CWSN Demo FOCUS:LWIA	Update participants on the status of the project and project plans, including an overview of the California system as currently configured. We also anticipate addressing options that will be available to LWIA's including scanning and document imaging capabilities.

**REGISTRATION FORM
MIS User Group Meeting
June 22–23, 2011**

ATTACHMENT 3

Please e-mail this form to the Workforce Services Division at JTAHelp@edd.ca.gov.
Subject: MIS Registration June 2011 | XXX (Your Subgrantee Code)

Deadline for registration is Friday, June 10, 2011.

Hotel reservations must be made directly with the hotel.

NOTE: Due to space limitations we can only guarantee that **two representatives** from each subgrantee and **five representatives** from each EDD WSB Division will be able to attend the MIS Meeting. Additional representatives from each area will be placed on a waiting list and will be accommodated as space is available. A **separate registration form must be submitted for each attendee.**

Attendee Information

Attendee Name: _____

Attendee Title: _____

LWIA/Subgrantee/Division: _____

Phone: _____ E-mail: _____

I am representing (check one): ☐ MIS Administrator ☐ Fiscal ☐ Field Division

Check one of the choices listed below if you plan on attending the first day sessions:

☐ I will be attending as one of the guaranteed spaces for my entity.

☐ Please add my name to the List (for available spaces).

Check the second day session(s) that you wish to attend (one per time frame):

Early Morning Session 8:45 a.m. – 10:15 a.m.	
<input type="checkbox"/>	CWSN Demo FOCUS:LWIA
<input type="checkbox"/>	Generic Application
<input type="checkbox"/>	WIA Common Performance
Late Morning Session 10:30 a.m. – noon	
<input type="checkbox"/>	CWSN Demo FOCUS:LWIA (repeat)
<input type="checkbox"/>	Generic Application (repeat)
<input type="checkbox"/>	WIA Common Performance (repeat)

[Form in MS Word](#)